

SOUTHERN CALIFORNIA



**ASSOCIATION of
GOVERNMENTS**

Main Office

818 West Seventh Street
12th Floor
Los Angeles, California
90017-3435

t (213) 236-1800

f (213) 236-1825

www.scag.ca.gov

Officers

President

Gary Ovitt, San Bernardino County

First Vice President

Richard Dixon, Lake Forest

Second Vice President

Harry Baldwin, San Gabriel

Immediate Past President

Yvonne B. Burke, Los Angeles

Policy Committee Chairs

Administration

Ronald O. Loveridge, Riverside

Community, Economic and

Human Development

Jon Edney, El Centro

Energy and Environment

Debbie Cook, Huntington Beach

Transportation and

Communications

Alan D. Wapner, Ontario

MEETING OF THE

ADMINISTRATION COMMITTEE

PLEASE NOTE CHANGE IN TIME

Thursday, March 6, 2008

10:00 a.m. – 10:30 a.m.

SCAG Offices

818 West 7th Street, 12th Floor

Conference Room San Bernardino

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or summers@scag.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov/committees/ac.htm

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

Administration Committee Membership

Loveridge, Ronald, Chair
Edney, Jon, Vice Chair

Riverside
El Centro

Riverside County
CEHD

Member	Representing	Affiliation
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	2 nd Vice President
Burke, Yvonne	Los Angeles	Past President
Clark, Margaret	Rosemead	EEC
Cook, Debbie	Huntington Beach	EEC
Dixon, Richard	Lake Forest	1 st Vice President
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	CEHD
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	President
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Ten, Mike	South Pasadena	TCC
Wapner, Alan	Ontario	SANBAG
Washburn, Dennis	Calabasas	EEC
Young, Toni	Port Hueneme	VCOG

Last Update 01/22/08

ADMINISTRATION COMMITTEE

AGENDA

MARCH 6, 2008

=====

TIME PG#

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

(Hon. Ron Loveridge, Chair)

2.0 PUBLIC COMMENT PERIOD – Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Council, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. The Administration Committee may consider and act upon any of the items listed on the agenda. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty minutes.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of February 7, 2008 Meeting Attachment 01

4.1.2 Charter of the Contracts Subcommittee Attachment 09

4.2 Receive & File

4.2.1 Contracts/Purchase Orders and MOUs between \$5,000 - \$250,000 Attachment 11

5.0 ACTION ITEMS

5.1 Increase the Informal Contract Threshold from \$25,000 to \$50,000 Attachment 5 min 20
(Hon. Paula Lantz, Chair, Contracts Subcommittee)

Recommended Action:
Approve Informal Contract threshold from \$25,000 to \$50,000.

5.2 The Fiscal Year 2008-2009 Comprehensive Budget Attachment 15 min 22
(Wayne Moore, CFO)

Recommended Action:
Approve and release the FY08-09 Comprehensive Budget.

#143694v1 ADMIN AGENDA MARCH 2008
11:34:10 AM 2/28/2008
C.SUMMERS

ADMINISTRATION COMMITTEE

AGENDA

MARCH 6, 2008

			TIME	PG#
5.0	<u>ACTION ITEMS-Continued</u>			
5.3	<u>Depositories and Investments</u> (Wayne Moore, CFO)	Attachment	5 min	26
	Recommended Action: Approve and forward Amendment to the By-Laws for consideration.			
6.0	<u>AUDIT SUBCOMMITTEE REPORT</u> (Hon. Paul Nowatka, Chair)			
7.0	<u>PERSONNEL SUBCOMMITTEE REPORT</u> (Hon. Richard Dixon, Chair)			
8.0	<u>DISTRICT EVALUATIONS SUBCOMMITTEE REPORT</u> (Hon. Larry McCallon, Chair)			
9.0	<u>INVESTMENT SUBCOMMITTEE REPORT</u> (Hon. Ronald Loveridge, Chair)			
10.0	<u>CONTRACTS SUBCOMMITTEE REPORT</u> (Hon. Paula Lantz, Chair)			
11.0	<u>INFORMATION ITEMS</u>			
11.1	<u>CFO Monthly Financial Report</u> (Wayne Moore, CFO)	Attachment	5 min	33
12.0	<u>STAFF REPORT</u> (Wayne Moore, CFO)			
13.0	<u>FUTURE AGENDA ITEMS</u>			
	Any Committee member or staff desiring to place items on a future agenda may make such request.			
14.0	<u>ANNOUNCEMENTS</u>			

ADMINISTRATION COMMITTEE

AGENDA

MARCH 6, 2008

.....

TIME PG#

15.0 ADJOURNMENT

The next meeting of the Administration Committee will be held on Thursday, April 3, 2008 at the SCAG offices in downtown Los Angeles.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

February 7, 2008

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. The meeting was called to order by Ronald Loveridge, Chair, City of Riverside. There was a quorum.

Members Present

Aldinger, Jim
Baldwin, Harry
Burke, Yvonne
Clark, Margaret
Cook, Debbie
Dixon, Richard
Edney, Jon (**Vice Chair**)
McCallon, Larry
Nowatka, Paul
Ovitt, Gary
Roberts, Ron
Ten, Mike
Wapner, Alan
Washburn, Dennis
Young, Toni

Manhattan Beach
City of San Gabriel
County of Los Angeles
City of Rosemead
City of Huntington Beach
City of Lake Forest
City of El Centro
City of Highland
City of Torrance
County of San Bernardino
City of Temecula
City of South Pasadena
City of Ontario
City of Calabasas
City of Port Hueneme

Members Not Present

Lowenthal, Bonnie
Masiel, Andrew
O'Connor, Pam
Parks, Bernard
Pettis, Greg

City of Long Beach
Pechanga Band of Luiseno Mission Indians
City of Santa Monica
City Los Angeles
City of Cathedral City

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Ronald Loveridge, Chair, City of Riverside, called the meeting to order at 9:05 a.m.

2.0 PUBLIC COMMENT PERIOD

There were no public comments.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

No agenda reprioritizations were made.

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of January 3, 2008 Meeting

4.1.2 Charter of the Personnel Subcommittee

4.1.3 Approval of Amendments to the
SCAG Conflict of Interest Code

4.2 Receive & File

5.2.1 Contracts/Purchase Orders and
MOUs between \$5,000 - \$250,000

A motion was made (Wapner) to approve the Consent Calendar. Motion was seconded (Baldwin) and UNANIMOUSLY APPROVED.

5.0 ACTION ITEMS

5.1 Fulbright & Jaworski Contract

Hasan Ikhata, Executive Director commented on the excellent service of Mr. Colin Lennard as SCAG's General Counsel, but notified the Committee that due to budget considerations, he believed it necessary at this time to eliminate the General Counsel services being provided by Mr. Lennard of Fulbright & Jaworski.

Mr. Ikhata explained that upon approval of the Administration Committee and the Regional Council, he recommended that the Chief Counsel and other members of the Legal Department absorb the responsibilities previously assigned to the General Counsel of providing advice to the Regional Council and its Committees. He also noted that the Legal Department would continue to provide the day-to-day legal support to SCAG staff. Mr. Ikhata thereafter asked Joe Burton, Chief Counsel to discuss the recommendation regarding the proposed contract

amendment seeking to increase the Fulbright & Jaworski contract by \$150,000 for FY 07-08.

Mr. Burton explained that due to additional legal services, special projects and various matters such as the RHNA litigation, the Legal Department has determined that it will be necessary to increase the maximum contract amount payable to Fulbright & Jaworski for this fiscal year by \$150,000, for a total contract amount of \$350,000.

Mr. Burton also noted that Mr. Lennard and the Fulbright & Jaworski firm will continue to serve as "Special Counsel" to SCAG to represent the agency on the aforementioned matters.

The Administration Committee expressed gratitude to Mr. Lennard for his many years of service. Mr. Lennard expressed his appreciation for the opportunity to serve as SCAG's General Counsel.

A motion was made (Loveridge) to approve staff's recommendations. Motion was seconded (Ovitt) and UNANIMOUSLY APPROVED.

5.2 Centers for Disease Control (CDC) and the
Agency for Toxic Substances and Disease
Registry (ATSDR) Public Health Conference
Grant Support Application

Sheryll Del Rosario, Associate Environmental Planner, provided a brief overview of the program. SCAG staff is seeking authorization to apply for, and if awarded accept up to \$100,000 in grant funds. The funds would provide support to hold public conferences relating to environmental health and air quality.

Staff was directed to report back to the Administration Committee and to the Regional Council the great efforts and good works of the program.

A motion was made (Young) to approve staff's recommendation. Motion was seconded (Edney) and UNANIMOUSLY APPROVED.

SUBCOMMITTEE REPORTS: Two reports were submitted:

CONTRACTS SUBCOMMITTEE REPORT

Hon. Toni Young reported on the results of the Contracts Subcommittee meeting and highlighted the following items:

- Hon. Paula Lantz was elected as the Chair; Hon. Lou Bone was elected as the Vice-Chair.
- The Draft Charter was approved and will be brought to the March Administration Committee and Regional Council for final approvals.
- Recommendation was made to increase the informal contract threshold from \$25,000 to \$50,000.

Hon. Young requested the Administration Committee to approve the subcommittee's recommendation to increase the informal contracting threshold from \$25,000 to \$50,000. Members of the Committee expressed concerns over the procedure for approving items not listed on the agenda. In conclusion, Hon. Ron Loveridge requested that the item be placed on the March Administration Committee and Regional Council agendas, for approvals.

Furthermore, Hon. Loveridge requested that all subcommittee reports being presented have the appropriate attachments within the agenda packet.

DISTRICT EVALUATIONS SUBCOMMITTEE REPORT

Hon. Larry McCallon, Chair of the District Evaluations Subcommittee, reported that the Subcommittee has reviewed current district and city populations, and how such cities are allocated to the districts. Preliminary recommendations were made by the Subcommittee to the subregions and to the cities involved. The Subcommittee is scheduled to meet on February 15, 2008 to discuss the proposed recommendations.

11.0 INFORMATION ITEMS

11.1 CFO Monthly Financial Report

A revised expenditure report was distributed to the committee members. Wayne Moore, CFO highlighted two items from the CFO Report:

- Line item adjustments required to the General Fund Budget.
- SAP service packs to upgrade the current financial systems environment is in process. Within 4 to 6 weeks a report will be provided to the committee which will detail future upgrade plans.

11.0 INFORMATION ITEMS-Continued

Mr. Moore stated that the consolidated planning grant portion of the budget is being developed. The report is due to be submitted to Caltrans on March 1, 2008. Mr. Moore asked Mr. Ikhata, to discuss the major planning activities associated with the FY08-09 budget to the committee.

11.2 FY 08-09 Budget Update

Mr. Ikhata briefed the committee on the major planning activities being developed within the FY08-09 budget. Mr. Ikhata focused on the General Fund activities, Select Sponsorships, Planning Grants, Carry-over issues and details concerning the Regional Satellite offices. Other planning activities highlighted were:

- Congestion Pricing Study.
- Goods Movement and identifying phases and funding for the system.
- CHED Compass Implementation.
- Funding the Subregions.

A discussion ensued regarding the agency's and the subregion's significant carryover issues, and the need to establish a policy.

Hon. Ron Roberts expressed concern over the lack of priority that some subregions give to SCAG's projects. Further, Hon. Roberts expressed concern that in the past, studies were often times delayed because SCAG was too busy to assist with the projects.

Hon. Ron Loveridge asked if there are any deadlines for work programs.

Mr. Ikhata stated that there should be deadlines; however, the subregions should not be penalized since those deadlines were not clear in the past. A mechanism needs to be in place. Later this year, a statement regarding carryovers will be brought back to the committee.

Regarding the satellite offices for the SCAG regions, Mr. Ikhata stated that SCAG is establishing satellite offices with qualified staff to enhance communications, member cities, commissions and the subregions. With the direction from President, Gary Ovitt, five field offices will be opened and operational by January 2009. Those offices will be in Imperial County, Ventura County, San Bernardino County, Riverside County and Orange County. Brian Williams, Director of Gov. & Public Affairs will be leading that effort. It is very important for SCAG to represent all of the

regions. SCAG is also stabilizing the current staff; there is a freeze on hiring. The goal is to manage these offices within the staffing SCAG currently has.

Hon. Margaret Clark asked Mr. Ikhata about the hiring freeze and to confirm that the current staff or attrition would fulfill the staffing requirements at the regional offices.

Mr. Ikhata stated that the staffing requirement would be determined by need and, except for attrition, there would not be any increase in the number of staff.

Hon. Alan Wapner asked if SCAG's legislative influence and lobby efforts dollars are reflected in the budget.

Mr. Ikhata referred to the Director's report which was previously sent to the members. In that report was an organization chart that detailed at the Director level a legislative position. That person will be in Sacramento and Washington and will work closely with SCAG's legislative staff.

Hon. Wapner directed staff to have more references of the newly created legislative position and its primary responsibilities in order to give the subregions knowledge of what SCAG is doing.

Hon. Yvonne Burke asked about the revenue sources and the impact of the federal and state availability. Mr. Ikhata stated that the total FY09 funding estimate includes funds from the FHWA, FTA, and other sources totaling \$39,200.00. He also stated that the Highway Trust Fund balance will decrease in approximately two years. SCAG is also planning to seek funding from other sources.

The FY 08-09 OWP Budget will be submitted to CALTRANS on March 1, 2008. The committee expressed their gratitude to the staff for their focus and hard work on preparing a conservative budget.

A motion was made (Washburn) to approve the FY08-09 Budget. Motion was seconded (Baldwin) and UNANIMOUSLY APPROVED.

12.0 STAFF REPORT

There was no staff report given.

13.0 FUTURE AGENDA ITEMS

- Agendize recommendation from the Contracts Subcommittee to increase the informal contracting threshold from \$25,000 to \$50,000.

14.0 ANNOUNCEMENTS

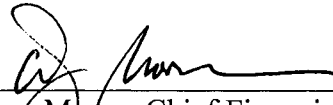
Hon. Dennis Washburn reported that the Calabasas Civic Center Grand Opening Gala will be on July 12th. Come out and join us.

Hon. Loveridge asked Mr. Ikhata to direct SCAG staff to research other public buildings activities/celebrations and advise the committee of upcoming events around the region.

15.0 ADJOURNMENT

The next meeting of the Administration Committee will be held on Thursday, March 6, 2008.

Minutes Approved by:

A handwritten signature in black ink, appearing to read 'Wayne Moore', is written over a horizontal line.

Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2008

Officio) Last Name, First Name	Representing	X = County Represented						X = Attended						= No Meeting NM = New Member					
		IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aldinger, Jim *	Manhattan Beach		X					X	X										
Baldwin, Harry*	San Gabriel		X					X	X										
Burke, Yvonne*	Los Angeles County		X					X	X										
Clark, Margaret*	Rosemead		X					X	X										
Cook, Debbie*	Huntington Beach			X				X	X										
Dixon, Richard*	Lake Forest			X				X	X										
Edney, Jon* Vice Chair	El Centro	X						X	X										
Loveridge, Ronald, Chair*	Riverside				X			X	X										
Lowenthal, Bonnie	Long Beach		X																
Masiel, Andrew*	T.A.S.I.N.					X													
McCallon, Larry*	Highland					X			X										
Nowatka, Paul*	Torrance		X						X										
O'Connor, Pam*	Santa Monica		X					X											
Ovitt, Gary*	San Bernardino County					X			X										
Parks, Bernard*	Los Angeles		X																
Pettis, Gregory*	Cathedral City				X			X											
Roberts, Ron *	Temecula				X				X										
Ten, Mike*	South Pasadena		X					X	X										
Wapner, Alan*	Ontario					X		X	X										
Washburn, Dennis*	Calabasas		X					X	X										
Young, Toni *	Port Hueneme						X	X	X										
Totals		1	11	1	3	4	1												

* Regional Council Member

REPORT

DATE: March 6, 2008
TO: Regional Council and Administration Committee
FROM: Chair of the Contracts Subcommittee
SUBJECT: Charter of the Contracts Subcommittee

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve the Contracts Subcommittee Charter.

BACKGROUND:

During the January 3, 2008 meeting, the Regional Council (RC) President appointed members to the Contracts Subcommittee consistent with the recommendations of the Administration Committee. Administration Committee Chair Loveridge has requested that subcommittees of the Administration Committee prepare charters for their respective subcommittees. The Contracts Subcommittee at its first meeting on January 31, 2008 established its charter, and therefore requests that the Administration Committee and the Regional Council approve the attached charter.

FISCAL IMPACT:

There is no fiscal impact related to this matter.

Reviewed by: 
Division Manager

Reviewed by: 
Chief Financial Officer

CONTRACTS SUBCOMMITTEE CHARTER

Purpose of the Subcommittee

To assist the Administration Committee and Regional Council with developing policy guidance on how to strengthen SCAG's contracting policies and procedures, and create innovative approaches to maximize competition with SCAG's contracting process.

Authority

The Contracts Subcommittee is a subcommittee of the Administration Committee, reporting to the Regional Council and has authority to review and make policy recommendations regarding the SCAG Contracting Process.

Organization

The Contracts Subcommittee will consist of five (5) members of the Regional Council. The Regional Council President will appoint Subcommittee members. The Subcommittee will select a Chairperson and Vice-Chair amongst its members.

Meetings

The Subcommittee will meet regularly on a date and time to be determined by the Subcommittee, or as circumstances require. All Subcommittee members are expected to attend each meeting. The Subcommittee will invite SCAG staff or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials in accordance with the Brown Act. Minutes of each meeting will be prepared.

Responsibilities

The Subcommittee will carry out the following responsibilities:

- Ensure contracting process is being implemented in compliance with adopted policies and procedures, local ordinances and State and Federal regulations; and
- Periodically review policies and procedures to ensure they are effective and current with industry standards.
- Semi-annually review reports on the diversity of SCAG's contract pool of vendors.

MEMO

DATE: March 6, 2008
TO: Administration Committee and
Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: Amendment, Contracts and Purchase Orders between \$5,000 - \$250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Contract(s) between \$5,000 and \$250,000

<u>Vendor</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Sanborn Map Company Inc.	This project is for the acquisition and delivery of digital color imagery for the Imperial County. SCAG will use the imagery to develop an existing land use database.	\$245,000
Jones and Stokes	Consultant shall inform and educate each jurisdiction within the Imperial Valley Association of Governments (IVAG) about SCAG's Compass Blueprint program.	\$50,000
IBI Group	Consultant shall conduct a transit needs study in the unincorporated area of Sun Village (North LA County near Palmdale) to improve public transit	\$44,365

SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000


<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Ontario Convention Center	2008 General Assembly Summit Venue	\$22,000
U.S. Postal Service	Postage	\$20,000
SAS Institute	Annual SAS software support	\$12,580
AT & T California	Tandberg AV Maintenance	\$12,430
Knowledgeworks, Inc.	Microsoft Software Training	\$9,000

MEMO

FISCAL IMPACT:

None. Funding is available.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

CONSULTANT CONTRACT

Consultant: Sanborn Map Company Inc.

Scope: The region covered by the Southern California Association of Governments, known as the SCAG Region, includes the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura.

This project is for the acquisition and delivery of digital color imagery for the County of Imperial. The imagery produced will be used by SCAG in the development of an existing land use database. The aerial imagery will also be used for other planning related activities by SCAG and other stakeholders. We intend to disseminate a copy of the database to other interested public agencies within the region.

The Consultant will fly the entire county of Imperial and a limited portion of Mexico to produce a set of aerial photography at a 6 inch resolution for the urban portion of the county and at 12 inch resolution for the remaining area.

Contract Amount:	Total not to exceed	\$245,000
	Sanborn	\$245,000

Contract Period: January 22, 2008 through June 30, 2008

Work Element:	08-040.SC0GC6	\$250,000	Funding Sources: Consolidated Planning Grant – FHWA & FTA
----------------------	---------------	-----------	--

Request for Proposal: The RFP No. 08-029 was released through SCAG's bid management system. It was also advertised in the Planning Magazine's website. Three hundred and forty one (341) pre-qualified vendors were notified. Of these vendors, sixty two (62) downloaded the bid file. SCAG received four proposals in response to this solicitation.

One proposal, from HJW Geospatial, in the amount of \$240,000 was not considered because the standards they proposed did not comply with either of SCAG's Minimum or Desirable Requirements. That is, they did not conform with the standards in the RFP. Consequently, there is no basis for comparing their proposal against the other proposals received.

The three other proposals are listed below:

Vendor	Price for SCAG's Minimum Mapping Requirement	Price for SCAG's Desirable Mapping Requirement
¹ Sanborn Map Company Inc	\$233,796	\$289,304
Digital Mapping Inc.	\$349,000	\$336,500
Mapcon Mapping Inc.	\$295,189	\$465,469

¹ Although Sanborn's original bid was \$289,304 for SCAG's desirable requirement, staff was able to negotiate the final price down to \$245,000

Selection Process:

The Proposal Review Committee (PRC) evaluated all four proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Proposers were requested to provide 2 sets of quotes, one, for minimally acceptable specifications and the other for desirable specifications. The minimum specifications created required imagery to be provided at 1 foot and 2 foot resolution, while the desirable specifications required that imagery be provided at a better resolution of 6 inches and 1 foot. With the exception of HJW geospatial, all provided at least 2 sets of quotes as requested. As previously stated, HJW did not fully meet the specifications and its proposal did not meet the requirements of the RFP. In the case of Digital Mapping Inc., their pricing was not in the competitive range to be considered even for the minimum requirement. For these reasons, HJW and Digital Mapping Inc. were eliminated from further consideration. Therefore SCAG interviewed the other 2 offerors (Mapcon and Sanborn).

The PRC was comprised of the following individuals:

Pat Landrum, GIS Manager, Caltrans
Javier Minjares, Acting Program Manager, SCAG
Dimitris Poulakidas, Acting Manager, SCAG
Jose Rodriquez, Imperial County Assessor
Ranjini Zucker, Senior Contracts Administrator, SCAG

Basis for Selection:

After interviewing Sanborn and Digital Mapping, the PRC committee recommends Sanborn for the contract award because of the firm's qualifications to fulfill the requirements of the project. Sanborn is willing and able to meet the highly demanding requirements of this project within a very limited five month time frame. They are committed to performing the tasks including working with the government of Mexico and the US Military to get the necessary waivers to conduct the imagery collection. They have considerable expertise in conducting similar projects across the United States. Sanborn is a full-service company that is available to offer comprehensive solutions and the required photogrammetric mapping

services. As they own their fleet of airplanes they are able to quickly deploy their assets to ensure that the project is completed on time and meeting the rigorous standards requested by the Imperial County GIS Group. Sanborn is ISO 9001:2000 certified which means that they meet the highest level of technical standards within the industry. The certification is done by an independent third party. Additionally, they are the lowest priced bidder who met all of the requirements requested for this project. Sanborn's pricing and its technical capabilities fully met the needs of SCAG better than any other prosper.

Sanborn has 42 years of experience in the field of aerial imagery. They also have a complete understanding of aerial triangulation and ortho-rectification thus, ensuring the SCAG receives a high quality product. They are very well qualified to meet the needs outlined for this project.

CONSULTANT CONTRACT

Consultant: Jones and Stokes

Scope: The IVAG Compass Blueprint Implementation project is intended to inform and educate each jurisdiction on SCAG's Compass Blueprint program, including its objectives, strategies and implementation tools which serve to assist cities in making these decisions to accommodate future growth while improving quality of life.

Each city's unique opportunities for implementing the Compass Blueprint Strategy will be further assessed through outreach and workshops designed to identify strategic opportunity areas for growth. These will be areas that may benefit from SCAG's ongoing planning research, tools, strategies and guidelines through the Compass Blueprint program. Preliminary implementation strategies will be recommended to each jurisdiction within the county as a precursor to subsequent planning and policy development.

Contract Amount:	Total not to exceed	\$50,000
	Jones and Stokes Associates	\$50,000

Contract Period: November 9, 2007 through June 30, 2008

Work Element:	08-065.IVGC1	\$50,000	Funding Sources: FTA 5303 Funds
----------------------	--------------	----------	---------------------------------

Request for Proposal: SCAG staff notified 492 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 08-015. The RFP was also advertised on Lawley Publications' website, the American Planning Association website, and posted on SCAG's bid management system. A total of 38 firms downloaded the RFP. SCAG contracts division contacted ten (10) consultants to find out why their firm did not provide a proposal. Eight (8) firms responded with the following reasons for not submitting a proposal:

1. Not enough time to submit proposal.
2. Budget was not adequate for the project.
3. Firm too busy on other projects and has submitted proposals before and never been awarded a contract from SCAG.
4. Not a good fit for this project.
5. Not a good fit for this project.
6. Geographics – too far from home.
7. Too busy on current SCAG project.
8. Not the firm's area of expertise.

SCAG received the following proposal in response to the solicitation:

Jones and Stokes Associates

\$50,000

Selection Process:

The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Rosa Lopez, Administrative Analyst, IVAG

Marcela Piedra, Redevelopment Manager

Beth Landrum, Associate Transportation Planner, Caltrans

Pria Hidisyan, Associate Regional Planner, SCAG

Basis for Selection:

The PRC recommends Jones and Stokes Associates for the contract award because of the firm's strong qualifications to fulfill the requirements of the project. The Jones and Stokes team is highly experienced, with excellent academic and professional backgrounds. The PRC felt that the team's expertise in outreach, visioning and land use planning was particularly notable.

Jones and Stokes' has specific experience in the IVAG region and understand the issues, opportunities and current planning efforts in the County. During the interview phase of this proposal, the consultant's team demonstrated an understanding of the subregion's needs both in terms of their creative ideas for conducting outreach and in their comprehensive approach to the land use analysis.

CONSULTANT CONTRACT

Consultant

IBI Group

Scope:

Sun Village is located in the high desert region above Los Angeles with limited public transportation. Most of the area is outside of walking distance from a public transit stop. The lack of transit services limits the mobility of seniors and people with disabilities who rely on alternative modes of transportation.

The selected consultant will conduct a transit needs study in the unincorporated area of Sun Village to improve public transit services by identifying unmet needs, gaps and deficiencies the existing transit network. The study will address the growing senior population and people with disabilities who depend on alternative transportation modes. Public outreach will include conducting context-sensitive planning sessions with local stakeholders, conducting phone surveys and community/focus group meetings. The outcome of the study is to contribute towards improving existing public transit services and implementing new transit services for area residents.

Contract Amount:

Total not to exceed	\$44,365
IBI Group (Prime)	\$28,452
HDR, Inc.(subcontractor)	\$ 8,734
Arellano Associates (subcontractor)	\$ 3,239
Directions In Research (subcontractor)	\$ 3,940

Contract Period:

December 18, 2007 through June 30, 2008

Work Element:

06-140.SCGC4 \$44,365 Funding Source: 5305 & In-kind

Request for Proposal:

SCAG staff notified 717 firms of the release of RFP 08-016. The RFP was also advertised in the Lawley Publications website, the American Planning Association website and SCAG's Bid Management System. A total of 61 firms downloaded the RFP. The following five consultant(s) responded to the RFP:

Applied Management & Planning Group (2 subcontractors)	\$44,460
IBI Group (4 subcontractors)	\$44,365
KOA Corporation (1 subcontractor)	\$44,411
McDonald Transit Associates, Inc. (2 subcontractors)	\$44,443
Moore & Associates (no subcontractors)	\$43,164

Selection Process:

The Proposal Review Committee (PRC) evaluated all five proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable

Federal and State contracting regulations. Interviews were held with four of the five offerors. The PRC held a pre-interview meeting to discuss the proposals. The PRC unanimously agreed that the bid from Diversified Transportation Solutions should be disqualified because their proposal did not meet the criteria as specified in the scope of work. Their proposal did not meet Section 2 subsections 3, 4 & 5 of the scope of work.

The PRC was comprised of the following individuals:

André Darmanin, Regional Transit Planner, SCAG
Jessica Meaney, Assistant Transportation Planner, SCAG
David Sosa, Senior Regional Planner, Caltrans – District 7
Lisa Chen, Program Development Division LA Department of Public Works
John Zeigler, Transit Manager , LA Department of Public Works

Basis for Selection:

The PRC recommends IBI Group because of the combination of its proposal and presentation, were closely representative of our expectations specified in the scope of work. Given its proposal, team, including subconsultant, IBI has a lot of experience with similar studies. Currently IBI is performing a project that is similar in scope (and name) – Winterhaven/Quechan Rural Connector Study. This is a rural study in which IBI is assessing the unmet needs of the underserved tribal population at the Winterhaven Reservation and determining possible connections with Yuma, Arizona. Further, IBI's relevant experience includes the North Orange County Cities Transit Alignment and Feasibility Study, Tribal Transit Feasibility Study in San Diego County and the Willits Area Transit Service Implementation Plan. Overall, IBI had the most relevant applicable experience for this project, not only in Southern California, but internationally (North America) as well.

REPORT

DATE: March 6, 2008
TO: Regional Council and Administration Committee
FROM: Honorable Paula Lantz, Chair of the Contracts Subcommittee
SUBJECT: Increase the Informal Contract Threshold
EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Approve Increasing the Informal Contract Threshold from \$25,000 to \$50,000.

BACKGROUND:

At the January 31, 2008 Contracts Subcommittee meeting, the subcommittee discussed the following potential strategies for increasing competition for SCAG's contracting opportunities:

1. Continuing vendor outreach efforts, specifically attending various tradeshow and registering new potential suppliers into SCAG's bid notification system.
2. Continuing to conduct follow up surveys when SGAG receives less than 2 bids to determine why potential bidders did not bid.
3. Contacting local Chambers of Commerce, **a)** to inquire about the possibility of advertising SCAG's contracting opportunities on the Chambers' respective websites, **b)** to increase the visibility of SCAG's contracting opportunities, and **c)** increase the potential pool of bidders.
4. Increasing the informal contracting threshold (the threshold used to determine whether or not a purchase will require more than 3 bids) from \$25,000 to \$50,000.

The subcommittee directed staff to continue to employ the first and second strategies previously mentioned. The subcommittee also directed staff to pursue the third strategy, and the 4th strategy if it is approved by the Administration and Regional Council. The subcommittee directed staff to report back to the subcommittee about all four strategies on a monthly basis.

Regarding the fourth strategy, the subcommittee noted that although FHWA/FTA and Caltrans allow a threshold of up to \$100K, SCAG had previously elected a \$25,000 informal bidding threshold, based on recommendations of the May 2000 Best Practices report. Since the conditions that existed at the time of the report no longer existed, the Committee approved recommending the threshold be raised, to be in line with other state & local contracting entities.

Therefore, the subcommittee made and approved a recommendation to increase the informal bidding threshold from \$25,000 to \$50,000.

REPORT

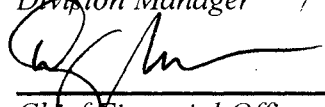
FISCAL IMPACT:

There is no fiscal impact related to this matter.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer


REPORT

DATE: March 6, 2008

TO: Administration Committee and Regional Council

FROM: Wayne Moore, Chief Financial Officer, moore@scag.ca.gov, (213) 236-1804

SUBJECT: Approval of the Fiscal Year (FY) 2008-2009 Comprehensive Budget

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTIONS:

1. Approve the FY 2008-2009 Comprehensive Budget and Resolution 08-495-1(attached) authorizing this action and submittal for approval. The budget contains the following components: the Draft Overall Work Plan, the General Fund Budget, the Indirect Cost Budget and the Fringe Benefits Budget; and
2. Authorize the release of the Draft Overall Work Program (OWP) and the Indirect Cost Allocation Plan (ICAP) to Caltrans and other funding agencies as necessary for approval, initiate a 30-day public comment period and transmit the General Fund Budget to the General Assembly.

SUMMARY:

SCAG is required by federal and state law to develop the OWP and the Indirect Cost Budget. These budgets must be submitted to Caltrans for review and approval before any dollars can be expended by SCAG. In order to assemble all of the budget components into one document and satisfy the requirements of Caltrans and SCAG's bylaws regarding adoption of an annual budget, SCAG staff has developed a comprehensive budget document for the FY 2008-2009 that contains the following components: the General Fund Budget, the Draft OWP, the Indirect Cost Budget, and the Fringe Benefits Budget. Approval of this comprehensive budget and transmittal of required sections to Caltrans and the General Assembly will allow SCAG to be able to start projects and spend funds effective July 1, 2008. If the comprehensive budget is not approved, SCAG's projects and programs will stop effective June 30, 2008.

In recent years, SCAG has increased staffing and project commitments to one of the highest levels in its history. In terms of staffing, SCAG's staff level three years ago was 25% lower than it is today. In short, the organization has seen a dramatic increase in both SCAG staffing and financial commitments since the completion of the 2004 RTP. As part of our on going efforts to improve upon our delivery of services, we are making a concerted effort to concentrate our resources upon our legally mandated transportation planning activities and other activities such as Compass Blueprint and the Regional Comprehensive Plans. You will note that our proposed budget emphasizes these core activities and functions.

In addition to our focused efforts, this budget also recognizes the current economic downturn confronting all levels of government, whether local, state or federal. As a result of this downturn, it is anticipated that public monies that were available in years past, such as grants from the State Compass Blueprint Program, will be significantly reduced or otherwise unavailable to SCAG in the future. It is our intent to present a fundamentally sound, realistic budget that considers this reality.



REPORT

In light of this, and in preparation for the 2008/2009 fiscal year budget, SCAG's management has determined that it is necessary to scale back staffing and project commitments that are not mandated, and to focus our priorities on our core mission.

There are four specific factors that have contributed to an approximately five million dollar reduction in the FY 08-09 budget compared to FY 07-08:

- As mentioned above, SCAG's commitments over the past few years have resulted in a significant increase in staffing levels and consultant work.
- SCAG's non-federal grant funding has been reduced by \$3 million.
- SCAG's commitment to pre-fund its retiree health care benefit over five years increased agency costs by \$1.67 million.
- SCAG's federal grant funds availability has decreased by \$1 million.

These factors became evident during the development of the FY 08-09 budget and have presented difficult challenges for SCAG in maintaining the same level of commitment in the FY 08-09 for staffing and consultant levels. These factors require that in the coming year SCAG focus on core mandated activities and undertake significant reductions in consultant budgets for both SCAG and the Subregions. Additionally, there will be overall staffing reductions in the coming year. We will attempt to manage the reductions through attrition however other actions may be necessary.

We believe that such emphasis on core priorities and the recognition of the current economic circumstances compels SCAG to take these prudent actions. We strongly believe that these actions will place SCAG on sound financial ground and will insure that SCAG remains the nation's preeminent MPO and COG.

FISCAL IMPACT:

Approval of this document impacts all funding, projects and programs for FY 2008-2009.

Reviewed by:



Chief Financial Officer

RESOLUTION NUMBER 08-495-1
RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS TO APPROVE AND ADOPT THE FISCAL YEAR 2008-2009
COMPREHENSIVE BUDGET

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO) for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial;

WHEREAS, SCAG has developed the Fiscal Year (FY) 2008-2009 Comprehensive Budget that includes the following budget components: the General Fund, Overall Work Program (OWP), Indirect Cost Budget (ICAP), and the Fringe Budget;

WHEREAS, the OWP is the basis for SCAG's annual activities;

WHEREAS, in conjunction with the Overall Work Program Agreement and Master Fund Transfer Agreement, the OWP constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for Consolidated Planning Grant (CPG) funding; and,

NOW, THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments, that the Regional Council does hereby approve and adopt the FY 2008-2009 Comprehensive Budget.

BE IT FURTHER RESOLVED THAT:

1. The Regional Council hereby authorizes submittal of SCAG's approved FY 2008-2009 Draft OWP to the participating State and Federal agencies;
2. The Regional Council hereby authorizes submittal of SCAG's approved FY 2008-2009 ICAP to the participating State and Federal agencies;
3. The Regional Council hereby authorizes release of SCAG's approved FY 2008-2009 Draft OWP for a thirty-day public comment period;
4. The Regional Council hereby authorizes submittal of SCAG's approved FY 2008-2009 General Fund budget to the General Assembly;
5. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance;
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to submit the FY 2008-2009 OWP, and to execute all related agreements and documents on behalf of the Regional Council, to implement purposes of this Resolution;

7. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make and submit to funding agencies, the necessary work program and budget modifications to the FY 2008-2009 OWP based on actual available funds, and to draw funds as necessary on a letter of credit or other requisition basis;
8. The Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2008-2009 OWP, such as changing work elements or correcting errata.

APPROVED AND ADOPTED by a unanimous vote of the Regional Council of the Southern California Association of Governments at a regular meeting this 6th day of March, 2008.

GARY OVITT
President
Supervisor, County of San Bernardino

Hasan Ikhata
Executive Director

Attest:

Joe Burton
SCAG Chief Legal Counsel

REPORT

DATE: March 6, 2008

TO: Administration Committee
Regional Council

FROM: Wayne Moore, CFO, 213-236-1804, moore@scag.ca.gov,

SUBJECT: DEPOSITARIES AND INVESTMENTS

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

Recommend that the Regional Council (RC) approve an amendment to the By-Laws authorizing the RC's designation of additional depositaries for SCAG's funds, and designating those authorized to disburse same.

BACKGROUND:

SCAG currently uses the Los Angeles County Investment Pool (LACIP) as its investment vehicle. It also maintains a checking account and a separate zero-balance payroll account, both at Bank of the West.

SCAG's Joint Powers Agreement (JPA), copy attached, states in Section 7, *Powers of Association*, that:

"The Treasury of the County of Los Angeles shall be the depositary of the funds of the Association and the Treasurer of the County of Los Angeles shall be the ex-officio treasurer of the Association. The Auditor Controller of the County of Los Angeles shall be the disbursing officer of the Association and shall draw warrants against the funds of the Association in the treasury when the demands are approved by the President, Vice President, or Secretary-Treasurer of the Association, or such other persons as may be specifically designated for the purpose in the By-Laws."

Therefore, Section 7 of the JPA limits SCAG choices with respect to checking accounts and investments. In fact, SCAG's business needs necessitated that it maintain checking and payroll accounts at Bank of the West. Also, at the December 3, 2007 Investment Subcommittee meeting, it was reported that SCAG had declined an investment opportunity at CalTRUST due to Section 7 limitations.

Consequently, the Investment Subcommittee directed staff to explore additional options for fund depositories and investments. At the meeting of February 25, 2008, the Subcommittee voted to recommend to the Administration Committee to amend the By-Laws as follows.

REPORT

ANALYSIS

The JPA states at Section 1, ***Association Established:***

"The Association shall be subject to, and shall be governed by, the By-Laws, a copy of which is attached hereto and by this reference made a part of this agreement."

SCAG's Chief Legal Counsel has advised that a By-Law amendment could specify additional options for the deposit and investment of SCAG's funds, and those authorized to access same. Thus, the following amendment is proposed to the By-Laws at Article VIII – ***FINANCES***, paragraph H:

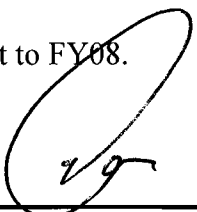
H. Depositories and Investments

*In addition to the depository and the disbursing officer as specified in Section 7 of **Southern California Association of Governments Agreement**, the Regional Council may authorize additional depositories and those authorized to disburse the Association's funds, and may specify the terms and conditions pertaining thereto.*

FISCAL IMPACT:

There will be no fiscal impact to FY08.

Reviewed by:



Division Manager

Reviewed by:



Chief Financial Officer

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS AGREEMENT

THIS AGREEMENT is made and entered into by and between the county and city governments which on its effective date are, or thereafter become signatories hereto:

WITNESSETH:

WHEREAS, there is a demonstrated need for the establishment of an association of county and city governments within the southern California area to provide a forum for discussion and study of regional problems of mutual interest and concern to the counties and cities, and to facilitate the development of recommendations for the solution of such problems; and

WHEREAS, Title I, Division 7, Chapter 5 of the Government Code of the State of California authorizes the joint exercise by agreement of two or more public agencies of any power common to them; and

WHEREAS, the parties hereto possess in common the power to study, discuss and recommend policies and procedures for the solution of area-wide problems of direct concern to the performance of their constitutional and statutory functions and to join associations and expend public funds for these purposes; and

NOW, THEREFORE, in consideration of the execution of this agreement by other counties and cities eligible to membership in the association established hereby, the parties hereto agree as follows:

- 1. Association Established. An association consisting of the parties to this agreement is hereby established to be known as the Southern California Association of Governments. The association shall be subject to and shall be governed by the By-Laws, a copy of which is attached hereto and by this reference made a part of this agreement.**
- 2. Parties. Eligibility. Only those counties and cities eligible for membership in the Southern California Association of Governments pursuant to said By-Laws may be or become parties to this agreement.**
- 3. Parties Become Members. Each party to this agreement is a member of the Southern California Association of Governments and is entitled to the rights and privileges and is subject to the obligations of members, all as provided for in said By-Laws.**
- 4. Additional Parties. If the By-Laws of the association are amended as therein provided to permit additional counties or additional cities to be eligible for membership in the association, such additional counties or cities may become parties to this agreement.**
- 5. Parties. Termination. Any party to this agreement may cease to be a party hereto and may withdraw from membership in the association by the adoption by its legislative body of a resolution of intention to withdraw and by giving the executive director of the association**

and the other parties to this agreement written notice of its intention to withdraw at least thirty (30) days before the effective date thereof. Any party to this agreement which fails to pay any assessment or dues as provided for in the By-Laws shall be considered to have withdrawn from the association and shall cease to be a party hereto. If at any time after the effective date of this agreement fewer than fifty percent (50%) of the eligible counties or fewer than fifty percent (50%) of the eligible cities are parties to this agreement, this agreement shall terminate.

6. Agency to Administer Agreement. The Association established by this agreement shall be the agency to administer this agreement.
7. Powers of Association. The Association shall have the power, in its own name, to make and enter into contracts, to employ agents and employees, to acquire, hold and dispose of property, real and personal, to sue and be sued in its own name, and to incur debts, liabilities or obligations necessary for the accomplishment of the purposes of this agreement. However, the debts, liabilities and obligations of the association shall not constitute any debt, liability or obligation of any of the public agencies who are parties to this agreement. The Treasury of the County of Los Angeles shall be the depositary of the funds of the Association and the Treasurer of the County of Los Angeles shall be the ex-officio treasurer of the Association. The Auditor Controller of the County of Los Angeles shall be the disbursing officer of the Association and shall draw warrants against the funds of the Association in the treasury when the demands are approved by the President, Vice President, or Secretary-Treasurer of the Association, or such other persons as may be specifically designated for that purpose in the By-Laws.
8. First Budget. Notwithstanding the provisions of Section B of Article VIII of said By-Laws, the budget for the remainder of the fiscal year ending June 30, 1966, shall be adopted at the first meeting of the General Assembly and the assessments for said period shall be based thereon.
9. Amendment. This agreement may be amended at any time by the written agreement of all parties to it.
10. Duration of Agreement. This agreement shall continue in effect until it is rescinded by mutual consent of the parties or terminated in the manner provided herein or in the By-Laws.
11. Disposition of Assets of Termination. Upon termination of this agreement any money or assets in possession of the association after the payment of all liabilities, costs, expenses, and charges validly incurred under this agreement shall be returned to the parties in proportion to their contributions determined as of the time of termination.
12. Effective Date of Agreement. This agreement shall be effective upon its execution by fifty percent of the eligible cities.

Executed by the undersigned cities and counties upon the respective dates set forth after their signatures.

BY:

ATTEST:

December 3, 1991 DJ

INITIAL NOTICE TO THE SECRETARY OF STATE
AS TO A JOINT POWERS AGREEMENT

Notice is hereby given to the Secretary of State pursuant to Sections 6503.5 or 6503.7 of the Government Code as to the existence of a joint powers agreement providing for the creation of an agency or entity which is separate from the parties to the agreement and is responsible for the administration of the agreements. The following information as to the agreement is set forth:

(Office Use Only)

JOINT POWERS AGREEMENT

FILE NO. 113

ENCLOSED
FILED

In the office of the Secretary of State
of the State of California

APR 20 1973
EDMUND G. BROWN Jr., Secretary of State
By JAMES E. HARRIS
Deputy
(File Stamp)

(a) The public agencies parties to the agreement are:

(1) see attached list

(2) _____

(3) _____

(4) _____

(If more space is needed, type "continued" in (4) and attach a separate sheet to this form).

(b) The name of the agency or entity created under the agreement and responsible for the administration of the agreement is: Southern California Association of Governments


Mailing Address: Southern California Association of Governments
1111 W. 6th St. Suite 400, Los Angeles, California 90017

(c) The date upon which the agreement became effective is: _____

(d) A condensed statement as to the purpose of the agreement or the powers to be exercised is: To provide a forum for discussion, study and development of recommendations on regional problems of mutual interest and concern regarding the orderly physical development of the Southern California Region.

(e) Amendments, if any, state brief description: None

(f) The short title of the agreement, if any, is: None


(Signature)

RAY REMY, Executive Director
(Type name and title of signer)

INSTRUCTIONS:

1. Mail this form to Secretary of State, 111 Capitol Mall, Sacramento, California 95814.
2. Include a remittance payable to "Secretary of State" for filing fee of \$5.00.
3. If additional copies of this form are sent with the original, the copies will be file-stamped and returned without additional charge.
4. Do not attach a copy of the Agreement and/or Amendments of the Agreement.

MEMO

DATE: March 6, 2008
TO: Administration Committee and Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: CFO Monthly Report

Accounting:

Accounting completed the mid-year financial review. Through December 31, 2007, SCAG's funds in the aggregate were under-expended, having spent or committed 45% of the program budget and 47% of the General Fund budget. It is typical for the second half of the year to experience a higher expenditure rate.

Indirect costs were not fully recovered during the first six months. This condition was remedied by correcting the charging practices of several employees for labor costs to conform with planned and actual work.

Since the rates earned on the Bank of the West repurchase agreement and at the LA County Pool are declining, staff is managing investment balances and cash flows more aggressively to insure the highest earning possible between the two.

CalPERS has completed the setup of SCAG's irrevocable trust for retiree medical benefits (GASB 45) and prefunding will commence shortly.

The testing of SAP support packages continues. So far, only minor issues have arisen. Testing is approximately 75% complete.

The volume of invoices paid continued to rise. We processed 276 vendor checks in January, 241 in December and 180 in January 2007. We continue to pay 96% of invoices within 30 days.

Budget and Grants:

The budget and grants staff continued their efforts toward completing the FY08-09 comprehensive budget. Such efforts included a thorough review and analysis with senior management, project evaluations with our sub-regional partners and budget status meetings with the Regional Council and Administration Committee confirming the agency's goals and priorities. SCAG's FY08-09 draft Overall Work Program and Indirect Cost Allocation Plan must be submitted to our funding partners by March 1, 2008.



SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS

MEMO

Contracts:

During the month of January, the contract department awarded 5 contracts, issued 4 contract amendments, and 4 Request for Proposals (RFP). Staff also administered 70 ongoing consultant contracts. Staff continues their efforts to obtain reduced pricing on the goods and services they procure by including a budget range instead of the approved budget in the RFP documents for selected procurements. In January, Contracts Administrator, Lori Grebbien awarded contracts for professional services involving the Palmdale Emergency/Disaster Preparedness contract, and on another professional services contract involving the Enterprise (GIS) system for approximately \$6,900 under budget.

Submitted by:



Chief Financial Officer

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

EXPENDITURE REPORT

SEVEN MONTHS ENDED JANUARY 31, 2008

58% OF FISCAL YEAR ELAPSED

	Adopted Budget	Amendment #1	Budget after Amendment #1	Amendment #2	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1 Staff & Fringe Benefits	48,083		48,083		48,083	8,067		40,016	17%
2 9914 Indirect Costs	51,771		51,771		51,771	9,102		42,669	18%
3 54300 SCAG Consultants	320,000		320,000		320,000	102,863	193,053	24,084	92%
4 54340 Legal costs	200,000		200,000		200,000	33,734	76,266	90,000	55%
5 55600 SCAG Memberships	33,000		33,000		33,000	8,289		24,711	25%
6 55820 Training	50,000		50,000		50,000		49,988	12	100%
7 55910 RC/Committee Meetings	22,000		22,000		22,000	5,700		16,300	26%
8 55912 RC Retreat	25,000		25,000		25,000			25,000	0%
9 55914 RC General Assembly	25,000		25,000		25,000	3,900	18,100	3,000	88%
10 55920 Other Meeting Expense	60,000		60,000		60,000	60,000		-	100%
11 55930 Miscellaneous other	49,800		49,800		49,800	14,190		35,610	28%
12 55940 Stipend - RC Meetings	130,000		130,000		130,000	93,230		36,770	72%
13 55972 Rapid Pay Fees	1,000		1,000		1,000	600		400	60%
14 55980 Cash Contribution to Projects	330,000		330,000		330,000			330,000	0%
15 56100 Printing	7,500		7,500		7,500			7,500	0%
16 58100 Travel	56,000		56,000		56,000	22,969		33,031	41%
17 58150 Travel - Lodging over max	5,000		5,000		5,000	2,071		2,929	41%
18 58200 Travel - Registration fees	5,000		5,000		5,000	2,245		2,755	45%
19 58600 NARC Board Expense	3,500		3,500		3,500			3,500	0%
20 58700 RC Approved Costs	18,000		18,000		18,000	7,433		10,567	41%
21 58800 RC Sponsorships	116,500		116,500		116,500	12,850	5,500	98,150	16%
22 Total General Fund	1,557,154	-	1,557,154	-	1,557,154	387,243	342,907	827,004	47%
23									
24 Staff & Fringe Benefits	10,323,466	(22,225)	10,301,241	345,668	10,646,909	5,586,034	63,284	4,997,591	53%
25 9914 Indirect Costs	10,792,214	37,909	10,830,123	832,815	11,662,938	6,022,600		5,640,338	52%
26 54300 SCAG Consultants	12,826,884	(3,000)	12,823,884	(922,274)	11,901,610	1,890,209	4,024,910	5,986,491	50%
27 54330 Subregional Consultants	2,756,488	235,000	2,991,488	864,784	3,856,272	323,717	1,514,669	2,017,886	48%
28 54400 Subregional Contracts	514,710	15,000	529,710	123,306	653,016	15,297	178,413	459,306	30%
29 55280 Third Party Contribution	3,769,842	(25,264)	3,744,578	377,871	4,122,449			4,122,449	0%
30 55930 Miscellaneous - other	701,000		701,000		701,000	74,232	24,803	601,965	14%
31 56100 Printing	108,000	55,000	163,000		163,000	76,396	12,023	74,581	54%
32 58100 Travel	199,000	6,000	205,000	(3,000)	202,000	75,610		126,390	37%
33 Total Other Funds	41,991,604	298,420	42,290,024	1,619,170	43,909,194	14,064,095	5,818,102	24,026,997	45%
34									
35 Grand Total	43,548,758	298,420	43,847,178	1,619,170	45,466,348	14,451,338	6,161,009	24,854,001	45%